



# ADAMAWA STATE UNIVERSITY, (ADSU) MUBI

(Office of the Registrar)

## ESTABLISHMENT DIVISION

File/SP No: .....

### ANNUAL PERFORMANCE EVALUATION REPORT

[Academic Staff Only]

Period of Report from 1<sup>st</sup> October 20 .....to 30<sup>th</sup> September 20..... Session

#### PART A:

(To be completed by member of staff)

#### A. PERSONAL PARTICULARS AND ACADEMIC RECORD

1. Name: .....  

(Surname)
(Other names)
2. Department: .....
3. Faculty: .....
4. Date and Place of Birth: .....
5. State of Origin: .....
6. L.G.A.: .....
7. Nationality: .....
8. Marital Status: .....
9. Gender: .....
10. Tel: ..... E-Mail: .....
11. Present Rank and Grade Level with Step: .....
12.
  - a) Date, Rank and Grade Level on First Appointment with ADSU: .....
  - b) Date of First Appointment Elsewhere (If on Transfer of Service): .....
  - c) Type of Appointment with ADSU: Tenure/Contract/Secondment

13. Date of Confirmation of Appointment: .....
14. Date and Rank of Last Promotion: .....
15. **Membership of Professional Bodies (if any):**

S/No.	Professional Body/Organization
a.	
b.	
c.	

16. **Educational Institutions Attended and Qualification Obtained with Date:**

S/No.	Name of Institution	Qualification Obtained	Dates
a.			
b.			
c.			
d.			
e.			
f.			

17. **Work Experience and Positions Held (Use additional sheet if necessary):**

S/No.	Name of Institution	Designation	From	To
a.				
b.				
c.				
d.				
e.				

**18. Publications and other Productive Works.**

- i. Attach list of publications. Please indicate the following: Productive Works, Publications, Author(s), Publications Date, Title of Publication/Productive work/Invention, Journal/Book Title, Book of Readings Title, Pagination and the Publisher.
- ii. Items accepted for publication should be marked with single asterisks.
- iii. A joint authorship should be marked with double asterisks.
- iv. Attach Chapters in Books/Monographs.
- v. Published Articles in Official Edited Conference Proceedings are accepted.

**19. Additional Publications since Last Promotion (Use additional sheet if necessary):**

S/No	Author(s)	Year of Publication	Title of Book/Article	Publisher	Page No.	Score
a.						
b.						
c.						
<b>Total Score</b>						

**20. Internal/Local Conferences Attended with Dates:**

- i. ....
- ii. ....
- iii. ....

**21. Workshop(s) Attended with Dates:**

- i. ....
- ii. ....
- iii. ....

22. **Teaching and Professional Experience:**

**Full-Time Teaching in a University or at an Equivalent Level (Give dates, employers, post held):**

S/No.	Employer	Position Held	Date

23 **Courses Taught during the Period of Report at Undergraduate Level.**

**Give Course Codes, Course Titles and Unit(s) per Semester (Asterisk Shared Courses)**

**First Semester:**

S/No.	Course Code	Course Title	Unit	Contact Hours	Shared/ Not Shared
	<b>Total Units</b>				

**Second Semester:**

S/No.	Course Code	Course Title	Unit	Contact Hours	Shared/ Not Shared
	<b>Total Units</b>				

24. **Courses Taught at Postgraduate Level during the period of Report.**

**Give Course Codes, Course Titles and Unit(s) per Semester (Asterisk Shared Courses)**

**First Semester:**

S/No.	Course Code	Course Title	Unit	Contact Hours	Shared/ Not Shared
	<b>Total Units</b>				

**Second Semester:**

S/No.	Course Code	Course Title	Unit	Contact Hours	Shared/ Not Shared
	<b>Total Units</b>				

25. **Projects/Theses Supervision**

**Undergraduate Projects:**

S/No.	Session(s)	Number of Students
	<b>Total</b>	

26. **Postgraduate Projects/Theses (PGD, Masters & Ph.D)**

**PGD**

S/No.	Session(s)	Number of Students
	<b>Total</b>	

**Masters**

S/No.	Session(s)	Number of Students
	<b>Total</b>	

\* A Masters student will only be used for grading a staff for a maximum of two (2) academic sessions.

**Ph.D**

S/No.	Name of Student	ID. No	Thesis Title	Session	Remark

\* A Ph.D student will only be used for grading a staff for a maximum of three (3) academic sessions.

27. **Professional Practice/Activities during the Period of Report. Attach list:**

S/No.	Type of Practice	Organization Served	Date

28. **Routine University Administrative Duties during the Period of Report with Date:**

- i.....
  - ii.....
- e.t.c

29. **Community Service:**

S/No.	Type of Community Service	Period

30. **Hobbies:**

S/No.	Hobby

31. **Certification:**

I, ..... hereby certify that the information given in this document is correct.

\_\_\_\_\_  
Signature of the Staff

\_\_\_\_\_  
Date

32. **Head of Department's Attestation:**

I certify that the above information is correct

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Official Stamp)

**PART B:**

**TO BE FILLED BY THE HEAD OF DEPARTMENT**

**33. Annual Cognitive, Professional Skills and Attitudinal Assessment:**

<b>S/NO</b>	<b>ITEM</b>	<b>MAXIMUM SCORE</b>	<b>MARK SCORE</b>
1	Teaching Ability/Professional Competence	10	
2	Teaching Load	10	
3.	Students Supervision	5	
4.	Students Assessment	10	
5.	Research Activity	10	
6.	University Community/Public Service	10	
7.	Honesty and Integrity	5	
8.	Diligence and Efficiency	10	
9.	Punctuality	10	
10.	Protection of University Property	5	
11	Human Relations	5	
12.	Others (Specify)	10	
<b>13.</b>	<b>Total</b>		

**Option**

1. Excellent (80% and above)
2. Very Good (70 – 79%)
3. Good (60 – 69%)
4. Satisfactory (50 – 59%)
5. Not satisfactory (40 – 49%)
6. Poor (Below 40%)



**PART C:**

**TO BE COMPLETED BY THE STAFF BEING ASSESSED.**

- a. I agree with the above assessment (     ) )
- b. I disagree with the above assessment (     ) )
- c. Any other comments

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**PART D:**

**TO BE COMPLETED BY THE REPORTING OFFICER**

- 34. **Comment of Head of Department on Number of Listed and Accepted Publications and Promotion.**

<b>S/N</b>	<b>ITEM</b>	<b>REMARK</b>
1.	Number of Publications Submitted	
2.	Number of Publications since Last Promotion	
3.	Current Rank	
4.	Time in Rank	
5.	Rank Due	

**35. Fitness for Confirmation**

Tick (√) whichever is applicable

- 1. Recommended ( )
- 2. Probation to be Extended ( )
- 3. Recommended for Termination ( )
- 4. Not due ( )

**Head of Department**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Footnote:**

- (a) Every staff should be acquainted with the conditions of service of the University.
- (b) The assessments over the period of promotion shall accompany the recommendations for promotion.
- (c) A Head of Department shall call the attention of any staff whose performance is unsatisfactory in order to encourage improvement.
- (d) Please note that this appraisal is not only for the purpose of promotion, but also to assist the Heads of Department/Vice-Chancellor in assessing staff members' performance periodically.
- (e) The Dean shall be the reporting officer of Heads of Department while the Vice-Chancellor shall be the reporting officer of Deans, Directors and other Principal Officers.

**36. Reporting Office's Certification.**

I hereby certify that in my opinion the standard of grading and assessment of the staff named are as stated.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PART E:  
COUNTERSIGNING OFFICER'S (CO) VIEW AND CERTIFICATION.**

(The CO could be the Registrar, Director, Dean, Principal, Provost etc).

I hereby certify that in my opinion, the grading awarded by the Reporting Officer is correct, subject to the corrections on entries or remarks which I have made and initialed, if any.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Designation/Rank: \_\_\_\_\_ Date: \_\_\_\_\_

**PART F:  
SCORE TABLE AND RECOMMENDATIONS BY THE FACULTY APPRAISAL PANEL  
(To be completed by the Dean/ Director/Provost)**

AREAS	PROF	READER	SNR LECT	LECT. I PhD	LECT. I Masters	LECT. II	A/LECT	G/ASST
Qualification								
Teaching Experience								
Time in Rank								
U. G Teaching								
U. G Supervision								
P.G Teaching								
P.G Supervision.								
Professional Practice Activities								
Research/Publications								
Academic Leadership/ Admin. Responsibility								
University Community/ Public Service								
<b>Total Eligibility Score (ES)</b>								

**NOTE:**

- i. Scores given should be based on the maximum available for the variable.
- ii. For Part F, please refer to Table 1 for maximum score attainable
- iii. For Part G, refer to Table 2 for evaluating grade values and performance ranking.

**Table 1**

AREAS	SCORE MAX	PROF	READER	SNR LECT	LECT. I PhD	LECT. I Masters	LECT. II	A/LECT	G/ASST
Qualification	10	10	10	10	10	7	7	7	4
Teaching Experience	10	10	8	5	3	2	2	-	-
Time in Rank	3	3	3	3	3	3	3	-	-
U. G Teaching	2	2	2	2	4	2	2	2	-
U. G Supervision	2	2	2	2	2	2	2	2	-
P.G Teaching	2	2	2	2	2	2	2	-	-
P.G Supervision.	6	6	6	6	4	4	4	-	-
Professional Practice Activities	3	3	3	3	3	3	3	3	-
Research/Publications	60	60	40	20	12	8	2	2	-
Academic Leadership/ Admin. Responsibility	4	4	3	3	3	2	2	-	-
University Community/ Public Service	4	4	2	2	2	2	2	2	-
<b>Total Eligibility Score (ES)</b>	<b>106</b>	<b>106</b>	<b>81</b>	<b>48</b>	<b>36</b>	<b>30</b>	<b>13</b>	<b>11</b>	<b>4</b>

**Note:** To evaluate Grade Values, scores shall be converted for the status as follows:

**Table 2**

%	Prof	Reader	Snr Lect	Lect. I PhD	Lect. I Masters	Lect. II	Asst Lect	G/Asst.
<b>Excellent: 80 - 100% ES</b>	85 - 100	65 - 80	38 - 48	29 - 36	24 - 30	10 - 12	9 - 10	
<b>Very Good: 70 - 79% ES</b>	74 - 84	57 - 64	34 - 38	25 - 28	21 - 24	9 - 10	8 - 9	
<b>Good: 60 - 69% ES</b>	64 - 74	49 - 56	29 - 33	22 - 25	18 - 21	8 - 9	7 - 8	
<b>Satisfactory: 50 - 59% ES</b>	53 - 63	41 - 48	24 - 28	18 - 21	15 - 18	7 - 8	6 - 6.9	
<b>Not Satisfactory: 40 - 49% ES</b>	42 - 52	32 - 40	19 - 24	14 - 18	12 - 15	5 - 6	4 - 5	
<b>Poor: 0 - 39% ES</b>	0 - 41	0 - 31	0 - 18	0 - 14	0 - 12	0 - 5	0 - 4	

37. Overall Assessment and Recommendation by the Faculty Appraisal Panel, including any other aspect (unsatisfactory or otherwise) to be brought to the attention of the staff member:

.....  
.....  
.....  
.....

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Dean/Provost \_\_\_\_\_

**PART G:  
GENERAL GRADING FOR QUALITIES AND PERFORMANCE OF DUTIES  
DURING PERIOD COVERED BY THIS REPORT**

1. **EXCELLENT (80% and above)**  
An exceptional employee, outstanding in most respects
2. **Very Good (70 – 79%)**  
An efficient and effective employee
3. **GOOD (60 – 69%)**  
Moderately Competent employee
4. **SATISFACTORY (50 – 59%)**  
An average employee with room for improvement.
5. **NOT SATISFACTORY (40 – 49%)**  
Definitely not competent enough to perform the duties of the grade
6. **POOR (Below (40%))**  
Head of Department shall call attention of staff for improvement in performance

**PART H:**  
**TO BE FILLED BY THE ESTABLISHMENT DIVISION.**

**Scores Obtained in the Last Two (2) years**

- i. Year: ..... Scores: .....
- ii. Year: ..... Scores: .....
- iii. Current Year: ..... Scores: .....

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**Signature of Establishment Secretary**